

FOR

GRASERKRAT STUDIES CC.
(CK 1988/28644/23)

The Guidelines of the South African Human Rights Commission were followed in the preparation of this Manual, and their assistance is hereby duly acknowledged.

1. CONTACT DETAILS

Graserkrat Studies CC, trading as Good Hope Studies, is an English language school providing language education (and related) services to international tourists. Good Hope Studies' clients come mainly from Europe, however, South America, Asia and Africa continue to be important markets too. Our clients are provided with education packages that consist of English tuition, excursion programs, and related accommodation offerings.

Co-Directors/Members: Mr. W Graser & Mr. A Kratochwil
Web site: www.ghs.co.za

Contact details are:

Contact person:	Mr. P McIntyre
Physical address:	11 Mariendahl Avenue, Newlands, 7700
Postal address:	PO Box 24065, Claremont, 7735
Telephone:	021 683 1399
E-mail:	mcintyre@ghs.co.za

2. GUIDE ON HOW TO USE THE PAIA ACT

The S(10) guide on how to use PAIA is available from the SA Human Rights Commission, no later than August 2003. Enquiries can be directed in writing, to:

The SA Human Rights Commission (PAIA Unit)
Private Bag 2700,
Houghton
2041

Tel: +27-11-484-8300
Web: www.sahrc.org.za
Email: paia@sahrc.org.za

3. RECORDS RELATING TO OTHER LEGISLATION.

Other records held by Good Hope Studies are in accordance with the material provisions, as required, in the following Acts:

- Basic Conditions of Employment Act 75 of 1997;
- Close Corporation Act 69 of 1984;
- Income Tax Act 58 of 1962;
- Labour Relations Act 66 of 1995;

- Skills Development Act 97 of 1998;
- Short-term Insurance Act, 53 of 1998;
- Unemployment Insurance Act 30 of 1966;
- Value-Added Tax Act 89 of 1991

4. ACCESS TO RECORDS

4.1 Notice published in terms of S(52)(2): None. Graserkrat Studies CC holds no information, other than that which is published on its website, which is freely available without a request for access in terms of PAIA.

4.2 Categories of information held in company records:

- Financial records;
- Statutory company information;
- Personnel information;
- Records relating to fixed and movable property;
- Commercial contracts;
- Insurance contracts;
- Claims documentation;
- Audited/unaudited financial statements;
- Company web page

4.3 Manner of access:

Requestors are to complete the prescribed form as contained in the Regulations to the Act. (Reg.10 of PAIA) and send it to a contact person listed above. Payment of the prescribed fee is required before the request is processed where applicable. Upon granting the request, an access fee as prescribed must be paid. The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is granted. Refusal of the request may be made upon grounds stipulated in Act 2 of 2000.

5. AVAILABILITY OF THIS MANUAL

This manual will be published in the Government Gazette and is available at the Human Rights Commission. The manual is freely available on the company's website and is also available for inspection at the offices of Graserkrat Studies CC, free of charge. Copies of this manual may be obtained from the *contact person*, subject to payment of the prescribed fee.